

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Public Works Director/Assistant City Engineer	Job Family: 3
General Classification: Management	Job Grade: 46

Definition: Under general direction from the Assistant Public Works Director/City Engineer, plans, organizes, directs and coordinates activities of the Engineering Division that may include engineering design, development review, construction contract administration and inspection, traffic engineering and transportation planning; coordinates these activities with other divisions and departments; signs plans, maps and documents as Assistant City Engineer; and represents the Engineering Division in the absence of the Assistant Public Works Director/City Engineer, as assigned.

Distinguishing Characteristics: Receives general direction from the Assistant Public Works Director/City Engineer. Exercises direct and indirect supervision over assigned professional, technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage, oversee, coordinate, review and participate in the Engineering Division activities that may include engineering design, development review, project management, construction management, traffic engineering and transportation planning.
2. Participate in the development of the Engineering Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Represent the Engineering Division and Public Works Department to outside agencies, the public and within the City organization.
4. Assist in the development and implementation of department goals, objectives, policies and procedures.
5. Supervise, direct and coordinate special engineering studies; prepare reports and findings.
6. Participate in development of the Engineering Division operating budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget of assigned sections.

7. Administer contracts; direct and coordinate the work of professional consultants and outside contractors.
8. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations and evaluate staff.
9. Perform duties of Assistant City Engineer. Act in the role of the City Engineer in his/her absence.
10. Assure division activities comply with pertinent Federal, State and local laws and regulations.
11. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.
12. Ensure section programs utilize Best Management Practices and current technology.
13. Research and prepare technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation and grammar; review and edit reports of assigned staff.
14. Communicate orally with customers, clients or the public in face-to-face, one-on-one settings, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice and explanations.
15. Effective use of computers and other technology.
16. Make prompt and effective decisions in both routine and emergency situations.
17. Attend evening meetings and/or work various shifts, including nights, weekends and holidays.
18. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil and traffic engineering; assessment district formation and financing; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent, local, State and Federal laws, rules and regulations, e.g., CEQA, Subdivision Map Act, Streets and Highway Code planning and zoning laws; budgeting procedures and techniques; principles and practices of organization, administration, budget and personnel management.

Ability to: Organize, direct and implement a comprehensive engineering services program; manage complex administrative and engineering contracts; prepare and administer an operating and capital budget; supervise, train and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; negotiate and manage professional consulting service contracts.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A bachelor's degree from an accredited college or university with major course work in civil engineering or a related field and five years of increasingly responsible experience in civil engineering, including two years of supervisory responsibility; a master's degree in engineering, business administration, public administration or a related field is highly desirable.

Required Licenses or Certificates: Possession of a valid California driver's license; possession of a California Certificate of Registration as a professional civil engineer.

Established February 1980
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